

CLASSIFIED PERSONNELEmployee Notifications

The district shall provide employees with the following notifications and shall obtain signed acknowledgments that the notifications were received when so required by law or by district policy or regulations.

Acknowledgments Required by Law

1. Legal obligation to report known or suspected instances of child abuse

(cf. 5141.4 - Child Abuse Reporting Procedures)

2. Oath or affirmation of allegiance required of public employees

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

3. Hepatitis B vaccine declination

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

4. The district's school bus driver drug and alcohol testing policy, regulations and related information

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

5. Notice of release from position requiring an administrative or supervisory credential

(cf. 4313.2 - Promotion/Demotion/Reassignment)

6. The classified employee's class specification, salary data, assignment or work location, duty hours and prescribed workweek

(cf. 4212 - Appointment and Conditions of Employment)

7. Information about certificated employee membership in the State Teachers' Retirement System

Acknowledgments Not Required by Law

1. The district's drug- and alcohol-free workplace

(cf. 4020 - Drug and Alcohol-Free Workplace)

2. The district's nonsmoking policy

(cf. 3513.3 - Tobacco-Free Schools)

3. Prohibition of sexual harassment

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

4. The certificated employee's employment status and salary

(cf. 4112.1 - Contracts)

5. State disability insurance rights and benefits

(cf. 4154/4254/4354 - Health and Welfare Benefits)

6. Certificated employee evaluations

(cf. 4115 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

7. Requirements and information pertinent to emergency teaching or specialist permit applicants

(cf. 4112.2 - Certification)

8. Notice of layoff

(cf. 4117.3 - Personnel Reduction)

(cf. 4217.3 - Layoff/Rehire)

(cf. 4317.3 - Personnel Reduction)

9. Derogatory information to be placed in personnel file

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

10. Exhaustion of classified employee's paid leave

(cf. 4261.1 - Personal Illness/Injury Leave)

(cf. 4261.11 - Industrial Accident/Illness Leave)

11. Notice of charges related to disciplinary action

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

12. Notice of intention to dismiss

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

13. Students whose actions could constitute grounds for suspension or expulsion, except for possession or use of tobacco

(cf. 4158/4258/4358 - Employee Security)

Legal Reference:

EDUCATION CODE

231.5 Sexual harassment policy

22455.5 *STRS information to potential members*
22515 *Irrevocable election to join STRS*
44031 *Personnel file contents, inspection*
44663 *Evaluation and assessment; copy to certificated employee*
44916 *Written statement of employment status*
44940.5-44941 *Notification of suspension and intent to dismiss*
44949 *Cause, notice and right to hearing*
44951 *Continuation in position unless notified*
44955 *Reduction in number of employees*
45113 *Notification of charges*
45117 *Notice of layoff*
45169 *Employee salary data*
45192 *Industrial and accident leave*
45195 *Additional leave*
49079 *Notification to teacher*
GOVERNMENT CODE
3100-3109 *Oath or affirmation of allegiance*
8355 *Certification of drug-free workplace, including notification*
PENAL CODE
11166.5 *Employment; statement of knowledge of duty to report*
UNEMPLOYMENT INSURANCE CODE
2613 *Notice of rights and benefits*
CODE OF REGULATIONS, TITLE 5
80026.1 *Information to applicants*
CODE OF REGULATIONS, TITLE 8
5193 *California bloodborne pathogens standard*
CODE OF FEDERAL REGULATIONS, TITLE 49
382.601 *Controlled substance and alcohol use and testing notifications*

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